

To: IHS Area Directors
Area Information System Coordinators
Area Contract Health Service Officers
Business Office Coordinators

The Indian Health Service Division of Information Resources announces a training course for the newly released Referred Care Information System (RCIS). The training course will take place November 12 and 13 at the Phoenix Area Office training facility.

The RCIS has been designed to automate the referral process by tracking clinical and administrative data for all referred care, including in-house referrals, referrals to other IHS facilities, and referrals to outside contract providers. This automated process provides timely and accurate referral data on individuals and groups of patients for the key clinical and administrative managers at care delivery sites, IHS Areas, and IHS Headquarters.

Course Specifics

Date: November 12-13, 1997

Time: 8:00 a.m. to 4:30 p.m. each day

Place: Phoenix Area Office training room

Note: We are currently in the process of applying for continuing education credits for this course. Continuing education credit may be available for clinical staff.

Course Objectives

Participants attending this course will learn to:

- Enter, modify, and close referrals
- Design care-specific templates to facilitate referral initiation
- Create customized referral letters to send to referred providers
- Generate automated bulletins to notify key staff of referrals
- Utilize the RCIS effectively in conjunction with the CHS package and the PCC
- Set site parameters to best meet local facility needs
- Define locally significant categories to assist with managing referrals
- Generate pre-defined and custom reports for managing the referral process

Who Should Attend

This course has been designed specifically for clinical and administrative managers who have an active role in the Contract Health programs at their facility. Participants must be knowledgeable of the Contract Health System Management Information System or Business Office Applications or general Information System activities at their facility and be familiar with the IHS Resource and Patient Management System (RPMS) and the Patient Care Component (PCC).

Due to the demand for this course and the limited space available, only 20 participants will be selected to attend. Attendance will include 1-2 participants from each Area to distribute this knowledge evenly across the nation. It is recommended attendance include staff who are: (1) actively involved in the Managed Care or CHS or Business Offices programs; (2) fairly proficient in the use of RPMS applications; and, (3) willing and able to train other Users within your Area.

To Register

To register for this course, please submit the following information to Ms. Irma Enis (520) 295-2537 by Close of Business October 22, 1997:

Name, Title, Address, Work Telephone #, Fax Telephone #

As training space is limited, only 18 participants will be selected for this first training. As this is a "Train The Trainers Session" one participant from each IHS Area should plan to attend. Selected participants will be individually notified by Close of Business October 24, 1997. Should you have any questions regarding this training, please contact Ms. Christine Chvatal (520) 295-2532 or Ms. Lucy Harmon (520) 259-2539. Confirmation of future training dates will be forthcoming.

[illegible]